

# How to submit a grant application on Salesforce

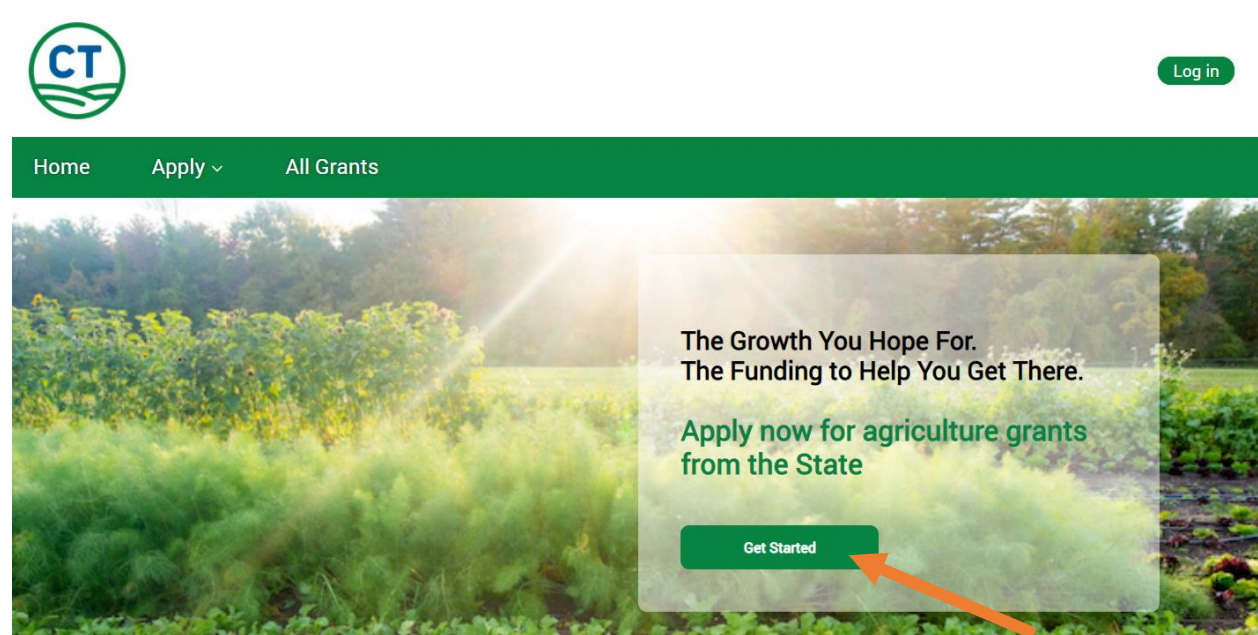
**Step 1. Click the blue online application button to get to the grant application portal.**

Ready to get started filling out the application?

[Online Application](#)

The page that you will be brought to will look like below image.

**Step 2. Click on “Get Started” to create a CT.gov account**



After you click “Get Started” you will be brought to a page that looks like the below image

A screenshot of the CT.gov account creation page. The header shows the CT.gov logo and a 'Language' dropdown. The main content is divided into two sections. On the left, under the heading 'Sign up for a CT.gov account', there are input fields for 'First name', 'Last name', 'Username', 'Email address', and 'Confirm email address'. Below the 'Email address' field is a note: 'You must have access to this email address'. On the right, under the heading 'Welcome to CT.gov', there is a sub-heading 'Log in now' and the text 'Already have an account? Login and get started.' Below the text is a large image of a man in a suit sitting at a desk with a laptop and a coffee cup.

After you enter your information, click next to be brought to a screen that will look like below. Confirm that you are not a robot and click submit.

## Sign up - Summary

First name

Cyrena

Last name

Test

Username


cyrenatest

Email address

jo\*\*\*\*\*@\*\*\*\*\*.com

Preferred language

English

 I'm not a robot



SUBMIT >

After submitting you will be requested to enter in the verification code that was sent to the email address you used to create an account. Please enter and then click verify.

## Sign up - Verification



Please enter the verification code we sent to

jo\*\*\*\*\*@\*\*\*\*\*.com

[Resend verification code](#)

Verification code

	0	0	0	0	0	0	0
--	---	---	---	---	---	---	---

**Please note:**

We are verifying your account - please do not close your browser.

VERIFY

## Success!

Your CT.gov account has been successfully created.

[Sign in](#) to access your account.

[Sign in](#)

**Step 4. Click Sign in to Log in using your newly created account on the below screen.**

### Log in

Username or email address

Password

[Forgot your username or password?](#)

[LOG IN >](#)

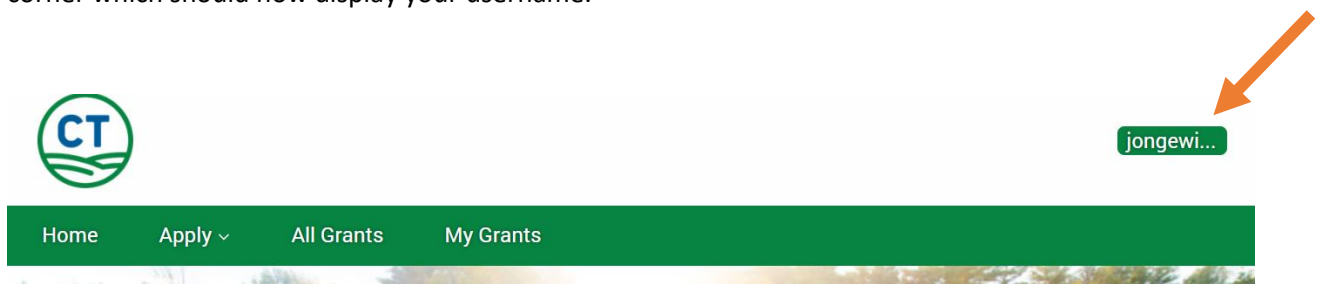
### Welcome to CT.gov

Powerful online services,  
directly from the State.

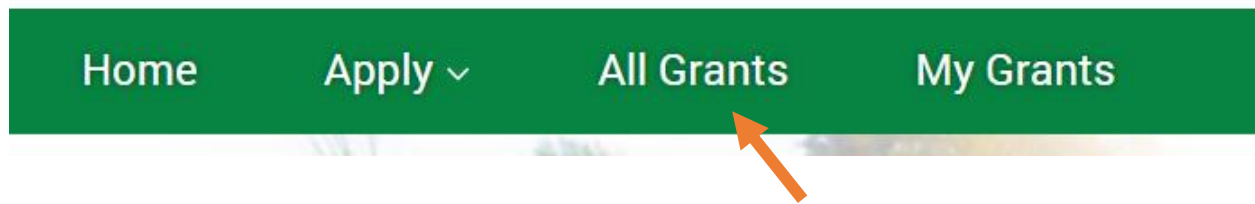
### Sign in now

Need a CT.gov account?  
Sign up today.

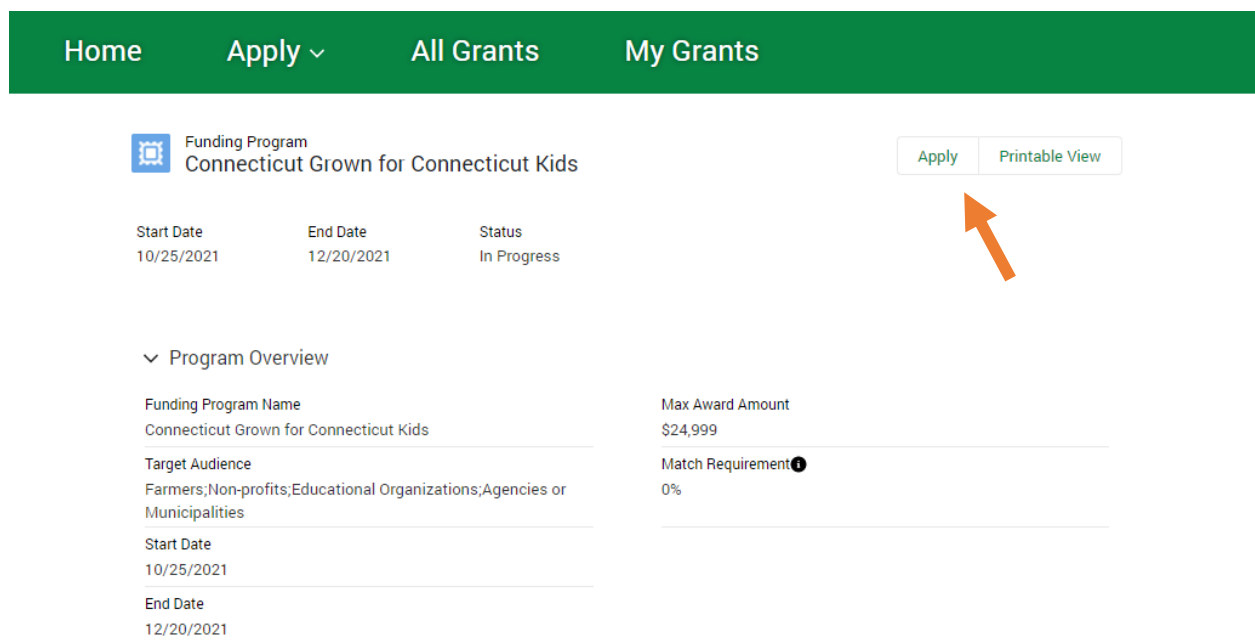
After entering your username and password and click submit, you will be automatically directed back to the home screen of the CT Department of Agriculture Grants portal but look in the upper right-hand corner which should now display your username.



**Step 5: Find the grant you want to apply for by clicking on All Grants on the top menu bar. Select Connecticut Grown for Connecticut Kids grant program.**



After selecting your grant, you should be brought to a page that looks like the below screen. Click on Apply.



## **Step 6. Complete your W9 and Vendor Form**

These forms are hyperlinked in the application, but you can also download them to complete from the CT Grown for CT Kids grant webpage on the DoAg site under **Important documents for your application**. Save these forms on your computer, they will be uploaded at the very end before you submit your application.

## Apply

---

Before starting a new application, please be sure to download and complete the following forms:

- [State of Connecticut Agency Vendor Form](#)
- W9

Please note you will need to upload these forms later as part of the application process.

Where to find documents on the grant webpage:

### Important Documents for Application Submission

[Grant Budget, Budget Narrative, and Timeline workbook](#) 

[Template Letter of Support](#) 


[Template Non-School Applicant Partnership Letter](#) 

[W9 Form](#) 

[State Vendor Form](#) 

### Step 7: Complete the cover page for your application

Organization Information

\* Business ID 

111111111

\* What best describes your organization?

Educational Organization

\* Do you have a written business plan?

Not Applicable

\* Have you received other Connecticut Department of Agriculture Grants in the last five years?

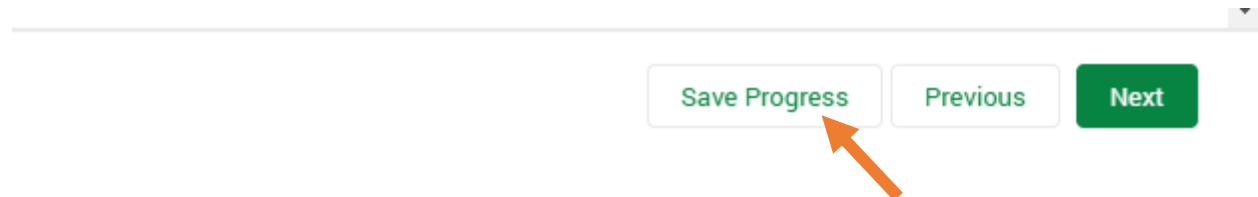
No

\* Are you performing any farming activities?

Not Applicable

There may be questions that do not apply to your application on this page. That's OK. This is a standard page across all our grants and there is a "not applicable" option for all. i.e it is not required to have a business plan, to be performing farming activities, or to have a plan of conversation for this CT Grown for CT Kids grant.

**Step 8: Save your application and learn to return to it.** We suggest you save as this point to confirm your application has been created before continuing. To do click on Save Progress at the very bottom of the screen.



Save Progress Previous Next

The system will prompt you to put in a reason why you are pausing. You can enter anything in here.

Pause Reason

hungry

To return to your saved application, click on My Grants in the top green menu bar.



Home Apply All Grants My Grants

Once you are in My Grants, you will see your application listed as below. Click on Resume.

#### Paused Flows (1)

Sorted Newest to Oldest ▼

##### Create Funding Request/ ...

Pause Reason  
hungry

Time Paused  
11/8/2021, 11:00 AM

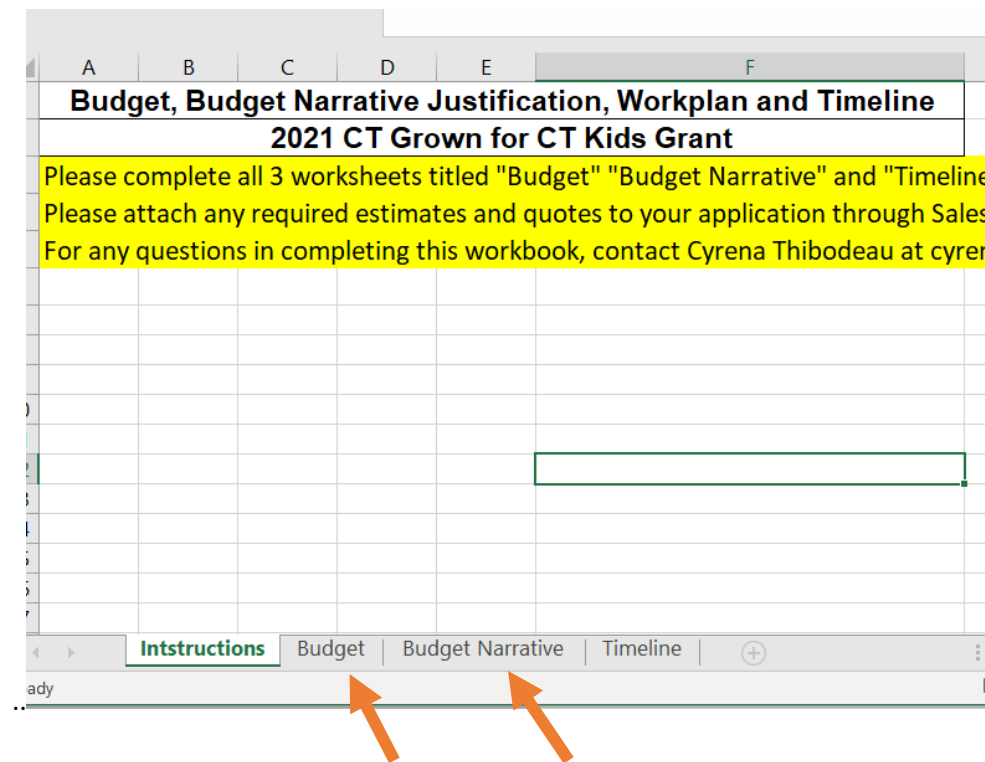
Paused Step  
Fill out Application

Resume

### Step 9: Complete the application.

**TIP:** To complete the application, it is recommended to complete the narrative sections in a word document or some other text editor and then paste into the section. This may make it easier for the applicant to edit. Please note all sections have a 4,000-character limit.

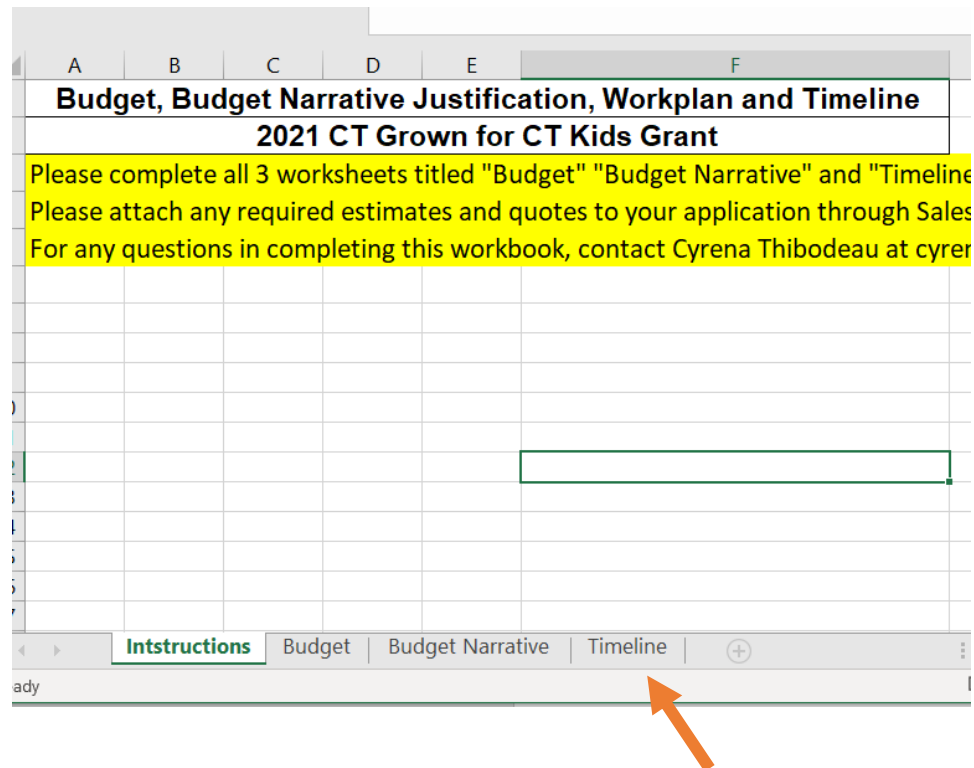
When you get to the budget and budget narrative question, please be sure to complete the excel template which located on the [Grant Webpage](#) ( also hyperlinked in the application) under the **Important Documents for Application Submission**. Please enter yes in the box to confirm that you understand you need to complete the budget template (page 1 and page 2) and that it gets attached to the end of your application.



Complete the project impact which includes outcomes and activities. For help on determining project outcome vs. activities, please see the following resource from the CA Department of Agriculture.  
[Developing Measurable Outcomes](#)

Identify if the location where project will take place in an alliance district or a provider of school readiness programs. Alliance districts are the 33 lowest performing districts in Connecticut, the list can be found [HERE](#). Please check with school administrators if unsure if the school/district is a provider of school readiness programs.

When you get to the project workplan/timeline question, please be sure to complete the excel template which located on the [Grant Webpage](#) ( also hyperlinked in the application) under the **Important Documents for Application Submission**. Please enter yes in the box to confirm that you understand you need to complete the workplan/timeline template (page 3) and that it gets attached to the end of your application. \*Please note that this excel template is in the same workbook as the budget and budget narrative.



Finish the remaining sections of the application and then you are brought to the final page to upload your attachments.



## Create Funding Request/ Application

---

**Please attach the following documentation to your completed application.**

A complete application on Salesforce includes:

**Required:**

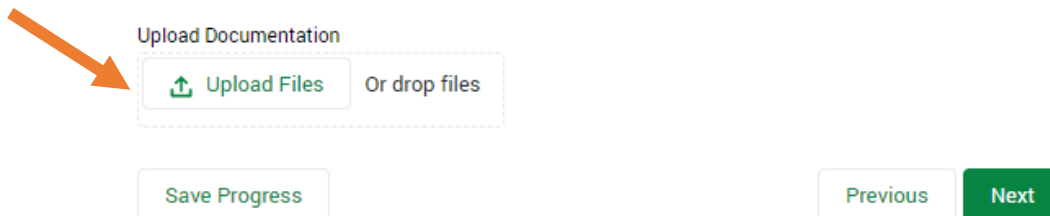
1. Excel Workbook with completed Budget, Budget Narrative, and Timeline. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.
2. Partnership agreement letter from school/program administration IF the applicant is not the school. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.
3. If applicable, estimates/quotes for services and infrastructure uploaded to your application as attachments.

All applicants are required to complete and upload the excel workbook with the budget, budget narrative, and workplan/timeline.


Applicants who do not directly represent a school are required to submit a partnership agreement letter from an authorized representative of the school(s) they plan to work with. Please see the template under Important Documents for Application Submission on the [grant webpage](#).

Optional:

1. Up to three letters of support demonstrating that there is support for this effort from applicable stakeholders such as school administration, school nutrition professionals, educators, producers, and community stakeholders. Template should be downloaded from the DoAg Webpage and then uploaded to your application as an attachment.
2. Any additional conceptual drawings, stories, videos the applicant would like to share related to the project uploaded to your application as an attachment.



Upload Documentation

 Upload Files Or drop files

Save Progress Previous Next

**\*\* Please note that you cannot edit your application after you submit, so please be sure it is complete and has all necessary attachments prior to hitting the submit button!**

After you have completed application including uploading attachments, click next and then Submit Application.

You are now ready to submit your application to the Department of Agriculture.

Please note that once submitted, the application cannot be edited.

Save Progress Previous Submit Application

Congratulations! Your application was submitted successfully!

You will receive an email confirming your submission shortly.

You may track your application status from the My Applications page or My Account page.

Next

To check the status of your application, click on My Grants in the green menu tab and your application should be visible.

Home	Apply ▾	All Grants	My Grants
ALL APPLICATIONS			
Funding Request Name	Application Date	Status	Funds Requested
Cyrena Test: TEST for webinar	11/8/2021	Submitted	\$22.00
<a href="#">View All</a>			

Thanks for applying for the CT Grown for CT Kids Grant, for any questions please reach out to Cyrena Thibodeu at [Cyrena.thibodeau@ct.gov](mailto:Cyrena.thibodeau@ct.gov) or (860)-895-3094.